

Announcement No: T38-05-058-DB

Opening Date: 11/17/04

Closing Date: Until Filled

Department of Veterans Affairs

V a c a n c y      M e d i c a l   C e n t e r  
A n n o u n c e m e n t

Portland Oregon

**POSITION:** Registered Nurse, (Operations Manager) VN-610-III/II

**NUMBER OF VACANCIES:** 1 Full-time position

**FUNCTIONAL STATEMENT:** Registered Nurse

**TYPE OF APPOINTMENT:** Permanent

**SALARY RANGE:** Nurse II \$51,177 to 68,062; Nurse II \$55,782 to 74,185 per annum, salary range and grade dependent on qualifications.

**NOTE 1:** Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

**NOTE 2:** First consideration will be given to those who respond by 11/30/04.

**NOTE 3:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**NOTE 4:** For pay purposes this position is equivalent to Head Nurse. A head nurse receives additional two steps in pay

**NOTE 5:** External applicants who have not been reviewed and approved by the professional nursing standards board will be given a temporary appointment not-to-exceed 13 months, pending board approval.

**NOTE 6:** Pre-employment physical examination may be required for an applicant not currently employed by the VA Medical Center who is tentatively selected.

**NOTE 7:** A drug test may be required for any applicant tentatively selected from outside the VA Medical Center.

**NOTE 8:** This is a non- Bargaining Unit position.

**NOTE 9:** Appointment to positions at this facility requires completion of a background investigation. Candidates selected must complete the investigation request, and will be fingerprinted prior to appointment.

**NOTE 10:** Applicants who applied under announcement T38-05-012-DB need not reapply, as they will be automatically considered under this announcement.

**NOTE 11:** A recruitment/relocation bonus may be available to a high quality candidate.

**LOCATION:** This position is located in the Bend Community Based Outpatient Clinic, Primary Care Division, however, it may be necessary to use the selectee's services at different locations throughout the medical center.

**TOUR OF DUTY:** The work schedule is Monday-Friday 8:00 AM-4:30 PM. The work conditions may require a change in the tour of duty, depending upon the needs of the Service.

**AREA OF CONSIDERATION:** First area of consideration will go to current permanent employees of this medical center including Willamette National Cemetery, Regional Counsel and the Veterans Outreach Center. Second area of consideration will go to any qualified U.S. Citizen.

**DUTIES:** The complete Functional Statement may be reviewed in Human Resources Management Division. The following duties and responsibilities are taken from the functional statement and are considered to be a brief extract. The incumbent is responsible for defining, monitoring and managing all budgetary aspects of the operation of programs associated with his/her level of responsibility, as designated by the Administrator Director. Establishes processes for the recruitment, selection and hiring of quality staff. Provides direct-line and second-line performance evaluations, proficiencies and competency assessments per policy. Assesses programs for areas of integration/consolidation to optimize resource utilization. Negotiates and establishes specific performance goals and measurement of processes for the programs related to patient satisfaction, quality of care and productivity/efficiency of the operations with the programs. Demonstrates tact, diplomacy, negotiating skills and a high level of critical thinking skills to meet the demands of a diverse dynamic organization. Promotes sound education/staff development programs/opportunities. Demonstrates commitment to professional enrichment, merit promotion, equal employment opportunity and positive labor relations activities. Assures the policies, practices and services of the Division are consistent with the mission and vision of the Primary Care Division, Medical Center, SCA and VISN 20. The incumbent assures compliance with internal and external regulatory accreditation standards: e.g., and JCAHO and OSHA. The individual will be responsible to the Clinical and Administrative Directors within Primary Care. The incumbent provides overall management, leadership, and direction for Primary Care located in the Bend CBOC. Adheres to the Master Labor Agreement.

**QUALIFICATIONS:**

- A. Citizen of United States
- B. Graduate of a school of professional nursing approved by the appropriate State agency and accredited by one of the following accrediting bodies at the time the program was completed by the applicant: The National League for Nursing Accrediting Commission (NLNAC) or The Commission on Collegiate Nursing Education (CCNE).
- C. In cases of graduates of foreign schools of professional nursing, possession of current, full, active, and unrestricted registration and the possession of a Certificate from the Commission on Graduates of Foreign Nursing Schools (CGFNS) will meet the requirement of graduation from an approved school of professional nursing.
- D. Current, full, active and unrestricted registration as a graduate professional nurse in a State, Territory, or Commonwealth (i.e., Puerto Rico) of the U.S. or in the District of Columbia. The RN must maintain a current, full active and unrestricted registration to continue employment with the VA.
- E. RN's appointed to direct patient care positions must be proficient in spoken and written English as required by 38USC 7402(d) and 7407(d).
- F. For Nurse II, the applicant should have a BSN with 2-3 years of nursing experience **OR** an Associate degree or diploma in nursing and a bachelors degree in a related field and 2-3 years nursing experience **OR** a Master's degree in nursing or a related field with a BSN with 1-2 years of experience.
- G. For Nurse III, the applicant should have a Master's degree in nursing or related field with a BSN and 2-3 years of nursing experience **OR** a Doctoral degree in nursing or related field and 2-3 years of nursing experience.

**Well Qualified (CTAP/ICTAP):** A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

**HOW TO APPLY (First Consideration Applicants):** In order to be considered for this vacancy, interested employees must complete and submit VA Form 5-4078, Application for Promotion or Reassignment, to be received in Human Resources Management Division (P4HRMS). This form is available in Human Resources Management Division and on the internal Human Resources website. First consideration will be given to those who apply no later than 11/30/04, however this position will remain open until filled.

**HOW TO APPLY : (Second Area of Consideration)** In order to be considered for this vacancy, interested applicants must complete and submit:

- A. [VA Form 10-2850a, Application for Nurse and Nurse Anesthetists](#). (REQUIRED)
- B. [OF-306 "Declaration for Federal Employment"](#). (REQUIRED)
- C. Copy of current license. (REQUIRED)
- D. DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility).
- E. [SF-15, "Application for 10-point Veteran Preference"](#) (with required documentation for proof). (if applicable)
- F. SF-50, Notification of Personnel Action" (for proof of civilian Federal status). (if applicable)

You may obtain these forms by contacting one of the Personnel Clerks at (503) 273-5236 or you may visit the Human Resources Management Division Office, Building 16, Room 300, 3710 SW US Veterans Hospital Road, Portland, OR 97207. You can return or mail your completed application to the above address **ATTN: Announcement T38-05-057-DB**.

**HOW TO OBTAIN FORMS:**

Forms are available online at [www.va.gov/portland/hr](http://www.va.gov/portland/hr)

**In Portland:**

VA Medical Center  
Human Resources Management Division  
3710 SW US Veterans Hospital Road, (Bldg. 100, Room 6C-12)  
Portland, OR 97239. Phone # (503) 273-5236

**If Mailing:**

VA Medical Center,  
Human Resources Management Division (P4HRMS)  
P.O. Box 1034  
Portland, OR 97207

Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above. **First consideration will be given to those who apply no later than 11/30/04, however this position will remain open until filled.** Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.

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